

HAWAII ADMINISTRATIVE RULES

TITLE 17

DEPARTMENT OF HUMAN SERVICES

SUBTITLE 6 FAMILY AND ADULT SERVICES DIVISION

CHAPTER 603

AVAILABILITY AND COST OF DEPARTMENT
PROGRAM MANUALS

- §17-603-1 Purpose
- §17-603-2 Definitions
- §17-603-3 Availability of program manuals
- §17-603-4 Cost of program manuals

§17-603-1 Purpose. The purpose of this chapter shall be to define the conditions under which the department shall make its program manuals available to the public, and to establish the costs of copies. [Eff 7/19/82; am and comp 3/19/93] (Auth: HRS §346-14) (Imp: HRS §91-5; 45 C.F.R. §205.70)

§17-603-2 Definitions. As used in this chapter: "Custodian" means any organization or individual, not a public agency or officer, responsible for centrally locating the program manuals and making the manuals publicly accessible to a substantial number of the welfare recipient population served. The agencies and organizations shall accept responsibility for filing all amendments and changes forwarded by the department.

"Program development offices" means the state offices of income maintenance (PD-IM) and social services which administer the public welfare programs for financial assistance, food stamps, and social services.

"Program manuals" means the rules of the department on file with the Lt. Governor's office and procedures which are used by the eligibility or social services worker to determine the eligibility of an

applicant or recipient. [Eff 7/19/82; am and comp 3/19/93; am 8/01/94] (Auth: HRS §346-14) (Imp: 45 C.F.R. §205.70)

§17-603-3 Availability of program manuals. (a) The program manuals shall be made available to interested individuals and organizations for review, study, or reproduction on regular work days during regular office hours.

(b) Custodians shall make the program manuals available for public review.

(c) The program manuals shall be available upon request through the following public welfare offices:

- (1) Program development offices on Oahu;
- (2) Branch administrator's office on Oahu, Kauai, Maui, and Hawaii for income maintenance and social services; and
- (3) Unit offices on each island for its respective income maintenance or social services manuals. [Eff 7/19/82; comp 3/19/93] (Auth: HRS §346-14) (Imp: HRS §91-5; 45 C.F.R. §205.70)

§17-603-4 Cost of program manuals. (a) The department shall deposit, without charge, fifteen copies of the program manual of rules of the department with the state publications distribution center and one copy each with the state archives and the University of Hawaii.

(b) Upon request, copies of specific sections of the program manuals shall be provided without charge to an applicant or a recipient, or the individual's legal representative who requires specific sections of the program manuals to determine whether an administrative hearing should be requested or to prepare for a hearing.

(c) Upon request, copies of the program manuals shall be provided without charge to state or county agencies and officers, and public agencies and officers outside the State.

- (1) State or county agencies or officers, and public agencies and officers outside the State entitled to a free copy of the

department's program manuals shall be placed on the mailing list of the department's, program development offices, for the additional issuances of the rules and procedures.

- (2) State or county agencies or officers, and public agencies and officers outside the State placed on the mailing list shall be responsible to notify the program development offices, for any reason, when the issuances are no longer needed.

(d) Upon request, copies of rules governing the regulation of adult day care centers, family child care homes, group child care centers, group child care homes, child-placing organizations, child-caring institutions, foster family boarding homes, and before and after school child care facilities shall be provided without charge to interested individuals and agencies.

(e) Custodians, individuals, or organizations not entitled to receive free copies as specified in subsections (a), (b), and (c) shall be assessed a fee related to the current cost of reproduction and current postal rates for copies of department program manuals or specific sections of the manuals. Payment shall be in advance and shall be made by cash, money order, or certified check.

(f) The fee for reproduction shall be as established in Hawaii Revised Statutes and shall be paid in advance to the department by cash, money order, or certified check.

(g) Copies shall be provided within twenty working days by the department's program development office, branch administrator's office, or unit office. Where necessary, the unit office shall refer the requesting individual to the appropriate income maintenance or social services unit. [Eff 7/19/82; am and comp 3/19/93; am 6/16/99] (Auth: HRS §346-14; 45 C.F.R. §205.70) (Imp: HRS §§91-5, 92-21, 93-3; 45 C.F.R. §205.70)